

Board Agenda Item  
December 8, 2004

PRESENTATION - 1/ ADMINISTRATIVE - 1

Approval - Resolution Honoring Park Authority Board Member Jennifer Heinz

ISSUE:

Approval of a resolution to honor the service and accomplishments of Ms. Heinz while in service to the citizens of Fairfax County as an at-large member of the Park Authority Board.

RECOMMENDATION:

The Park Authority Director recommends approval of the resolution for Ms. Heinz.

TIMING:

Board action is requested on December 8, 2004.

BACKGROUND:

Ms. Heinz has been an active at-large member of the Park Authority Board since her appointment to that post in 2000. As a county-wide appointee, Ms. Heinz tried to balance the needs of all county citizens.

She worked diligently to ensure that the eventual use of new park lands at Laurel Hill will be an asset to the community and provide much needed recreational amenities, while still protecting areas in need of preservation. She has been supportive of the agency's strategic planning initiatives, and been an advocate for open space preservation and land acquisition.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Resolution

STAFF:

Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Judith A. Pedersen, Public Information Officer

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## PRESENTATION - 2 / ADMINISTRATIVE - 2

### Approval - Resolution Honoring Sally Ormsby, Harry Glasgow and the Members of the Park Partners

#### ISSUE:

Approval of a resolution to honor the service and accomplishments of Co-Chairs, Sally Ormsby and Harry Glasgow and their team that spearheaded the advocacy efforts in support of the 2004 Park Bond Referendum.

#### RECOMMENDATION:

The Park Authority Director recommends approval of the resolution for Ms. Ormsby and Mr. Glasgow.

#### TIMING:

Board action is requested on December 8, 2004.

#### BACKGROUND:

The Fairfax County Park Authority depends upon volunteers to assist us in all manner of undertaking. When it comes to advocacy and support of our park bond referenda, there is no finer volunteer than Sally Ormsby, Co-Chair of Park Partners, who time after time, has led the victory charge with the voters. This year's tally was 73% of the voters in support of the \$75 million bond, our highest total yet.

Ms. Ormsby organizes, speaks to groups, purchases and places signs, raises needed funding, puts out thousands of flyers, recruits dozens of volunteers and in general, does whatever it takes to convince the public that support of park bonds is a great deal. We would be lost without her and the members of Park Partners who keep the Park Authority moving forward.

Harry Glasgow has a long track record of support for parks. He is active in many, many ways and has spearheaded the success of Huntley Meadows and Friends groups in general. While serving as Co-Chair of the Park Partners in this last election, Harry was instrumental in the passage of the Park Bond program which will help the Park Authority develop new parks, repair aging facilities, implement portions of the Natural Resource Management Plan and acquire parkland and open space. Harry deserves our gratitude and appreciation for his hard work and commitment to the Park Authority.

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FISCAL IMPACT:  
None

ENCLOSED DOCUMENTS:  
Attachment 1: Resolution Honoring Sally Ormsby  
Attachment 2: Resolution Honoring Harry Glasgow

STAFF:  
Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Judith A. Pedersen, Public Information Officer

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PRESENTATION - 3 / ADMINISTRATIVE - 3

Approval - Resolution Honoring Park Authority Employee Americo Carlos Camacho  
Upon His Retirement

ISSUE:

Approval of a resolution to honor the service and accomplishment of Mr. Americo Carlos Camacho upon his retirement from the Park Authority.

RECOMMENDATION:

The Park Authority Director recommends approval of the resolution for Mr. Camacho upon his departure from the Park Authority.

TIMING:

Board action is requested on December 8, 2004.

BACKGROUND:

Mr. Camacho has been a valued member of the Park Authority and Fairfax County Government team for over three decades. He has most recently served as a Geographic Information System Spatial Analyst.

Carlos has been instrumental in the drafting and rendering of hundreds of base maps, master plan graphics, construction details and a host of other technical graphic projects that support the agency's planning efforts

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Resolution

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Lynn Tadlock, Director, Planning and Development Division

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Kirk Holley, Planning and Development Division  
Judith A. Pedersen, Public Information Officer

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ADMINISTRATIVE - 4

Adoption of Minutes - November 10, 2004, Park Authority Board Meeting

ISSUE:

Approval of the minutes of the November 10, 2004, Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Director recommends approval of the minutes of the November 10, 2004, Park Authority Board meeting.

TIMING:

Board action is requested on December 8, 2004.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Minutes of the November 10, 2004, Park Authority Board meeting

STAFF:

Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Nancy L. Brumit, Administrative Assistant

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ADMINISTRATIVE - 5

Approve Request for Land Dedication for RZ/FDP 2004-MV-031, Alban Cove Adjacent to Accotink Stream Valley Park (Mt Vernon District).

ISSUE:

Approval of staff comments pertaining to the Rezoning application for RZ/FDP 2004-MV-031, Alban Cove; located on Tax Map: 99-3 ((1)) 3 adjacent to Accotink Stream Valley Park (see Attachment 1). The Development Plan shows eight new proposed single-family houses on approximately 3.1 acres.

RECOMMENDATION:

The Park Authority Director recommends approval of the following summary comments regarding RZ/FDP 2004-MV-031, Alban Cove:

- The Fairfax County Park Authority requests the applicant to dedicate the eastern portion of the property, approximately 1.6 acres mostly within the Resource Protection Area (RPA), as an addition to Accotink Stream Valley Park.
- The applicant should dedicate \$14,265 to the Park Authority for recreational facility development.
- The Park Authority requests that DPWES review the storm water calculations for the outflow pipe to ensure that there will be no erosion problems and that flow rates and nutrient inputs have been minimized. Also, staff recommends that the outfall to the creek be redesigned from the currently proposed 90 degree angle.
- The applicant should provide a public trail along Accotink Stream Valley and along Alban Road.

**(This item was reviewed by the Planning and Development Committee on December 1, 2004, and was approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on December 8, 2004. It is anticipated that the Planning Commission will be scheduling a hearing to review this case in February or March 2005.

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BACKGROUND:

This site is located adjacent to Accotink Stream Valley Park. The eastern portion of this site has Resource Protection Area (RPA) associated with Accotink Creek. The applicant should dedicate land including the RPA to the Park Authority as an addition to Accotink Stream Valley Park (see Attachment 2). Any debris or waste currently on the parcel should be removed prior to dedication.

The proposal will add approximately 25 residents to the current population of the Mount Vernon Supervisory District. In order to offset the impact caused by the proposed development, the applicant should provide \$14,265 to the Park Authority for recreational facility development at one or more of our sites located within the service area of this development.

FISCAL IMPACT:

It is anticipated that the additional 1.6 acres would have minimal to no fiscal impact since it will likely be maintained in its natural state as an addition to Accotink Stream Valley Park.

ENCLOSED DOCUMENTS:

Attachment 1: Vicinity Map

Attachment 2: Reduced Development Plan (Showing the area proposed to be dedicated to the Park Authority)

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Lynn S. Tadlock, Director, Planning and Development Division

Kirk Holley, Manager, Park Planning Branch

Irish Grandfield, Senior Planner, Park Planning Branch

Manjula Nandiraju, Park Planning Branch



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ACTION - 1

Annual Rental Rate Adjustment In Park Authority Residential Rental Properties

ISSUE:

Approval of the annual rental rate adjustment for Park Authority residential properties as outlined in Policy 405, Rental Properties on Parklands.

RECOMMENDATION:

The Park Authority Director recommends approval of the annual rental rate adjustment of the residential properties as outlined in Policy 405, Rental Properties on Parklands. The rental rate adjustment will be effective as of January 1, 2005. **(This item was reviewed by the Planning and Development Committee on December 1, 2004, and was approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on December 8, 2004. Tenants must be given notice of rate adjustment prior to signing annual lease agreements for 2005.

BACKGROUND:

Policy 405, Rental Properties on Parklands (Attachment 1), requires that the residential rental rates be professionally appraised to determine fair market value every three years. The policy also requires that the rental rates be reviewed and adjusted in accordance with market conditions at interim intervals, based on average percentage adjustments in the entire county rental market, as compiled and provided by the Department of Systems Management for Human Services (DSMHS).

The properties were professionally appraised in July 2003 for rental rate adjustments for calendar year 2004. The properties will be professionally appraised again in calendar year 2006. The rate adjustment for calendar year 2005 will be based on information provided in the publication, "2004 Rental Housing Complex Census Analysis," published by DSMHS, for properties 20 years old or older. Since all of the Park Authority rental properties are over 20 years old, it is recommended that this analysis be used for determining the rental rate adjustment for 2005. The proposed rental rates are fair market rental rates that have been adjusted commensurate with the obligations contained in the individual leases.

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Based on figures provided by DSMHS, the average monthly rent increase for property 20 years old or older in 2003 was 1.6%. The average monthly rental rates for housing over 20 years old or older for the years 2003 and 2004 are \$1,081 and \$1,078, respectively (Attachment 2). This is the first year that the study has quantified changes to the average monthly rent at less than 1%. Although percentage changes within that range have previously occurred, no adjustments to the rental rates were made. Therefore, no rent adjustments are recommended for 2005.

FISCAL IMPACT:

Annual revenue from the residential rental units at 100% occupancy will remain the same, \$146,448.

ENCLOSED DOCUMENTS:

Attachment 1: Policy 405, Rental Properties on Parkland

Attachment 2: Average Monthly Rent by Age of Complex, Fairfax County, 2003 & 2004

Attachment 3: Recommended Residential Rental Rate Chart

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Lynn S. Tadlock, Director, Planning and Development Division

Kay H. Rutledge, Manager, Land Acquisition and Management Branch

James Miller, Property Manager

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ACTION - 2

Approval - Scope of Work for Laurel Hill Sportsplex, Request for Proposals (Mount Vernon District)

ISSUE:

Approval of the Scope of Work for the Request for Proposals to Develop and Operate Sports and Recreation Facilities at Laurel Hill Park.

RECOMMENDATION:

The Park Authority Director recommends approval of the Scope of Work for the Request for Proposals for the sports and recreation facilities at Laurel Hill Park **(This item was reviewed by the Laurel Hill Ad-Hoc Committee on December 1, 2004, and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on December 8, 2004, to maintain the project schedule.

BACKGROUND:

The Lorton Technical Corrections Act requires transfer of Lorton property, to be used for “open space, park land or recreation” in the County reuse plan, to the Fairfax County Park Authority and/or the Northern Virginia Regional Park Authority (NVRPA). The County Comprehensive Plan indicates park and recreation property north of the Landfill will be transferred to the Park Authority, and land south of the Landfill will go to NVRPA.

The Park Authority Needs Assessment has identified the need for rectangular and diamond athletic fields, indoor gymnasium space, and facilities to support regional tournaments. The Park Authority's approved Conceptual Development Plan for Laurel Hill Park provides areas for athletic fields north of the Landfill and development of a Sportsplex (likely an indoor facility and outdoor fields) at the former Youth Center site. The Youth Center site is currently owned by Fairfax County.

The Park Authority and NVRPA Boards approved an informal partnership to explore concepts for development of the Sportsplex at Laurel Hill. A Project Team was formed with representation from the Park Authority and NVRPA. The Project Team developed a Request for Information, seeking expressions of interest from the private sector. The Project Team also developed a draft Request for Proposal. Sections I and II of the draft Request for Proposal are included for reference as Attachments 1 and 2 respectively.

## **Private Sector Proposals**

The Request for Information was advertised in February, 2004. Seven responses were received, indicating substantial interest in public-private partnerships involving the Public-Private Educational Facilities and Infrastructures Act of 2002 (PPEA). Six responders proposed indoor facilities, ranging in size from 75,000 to 158,000 square feet. Proposed uses include indoor athletic fields, gymnasium space, courts, hockey rinks, and related amenities including food service and retail space. Some of these would be supplemented with outdoor fields. A seventh responder proposed up to 35 rectangular fields in three locations at Laurel Hill Park. The estimated private sector investment would range from \$4-35 million. A summary of the responses to the Request for Information was shared with the Park Authority Board at their June 23, 2004, meeting and will be made available as a part of the Request for Proposal.

## **Coordination Efforts**

The Sportsplex Interagency Team, with representation from the Park Authority, NVRPA and the Facilities Management Division, has actively worked on the project. The Laurel Hill Interagency Team currently chaired by the Director of Planning and Zoning, has been briefed on the partnership opportunity and will be kept involved and informed.

The Park Authority Master Plan for Laurel Hill Park proposes the Sportsplex at the Youth Center site, and also proposes sports fields at the Nike Recreation Area, the Heritage Recreation Area, and the Apple Orchard Recreation Area. The Master Plan was approved by the Park Authority Board on July 28, 2004.

The Office of the County Attorney has been advised of this partnership opportunity and has raised no objection to the proposed use as it relates to the deed for the property. The Department of Purchasing and Supply Management has been advised of this solicitation and will be involved and informed as needed throughout the process.

A “forum” of key staff members from Fairfax County, the Northern Virginia Regional Park Authority and the Fairfax County Park Authority, met on October 26, 2004, to discuss key issues related to the proposed RFP. A “Summary of Issues, Conclusions and Actions”, created to document the forum outcome, is included for reference as Attachment 3.

## **Current Activity**

A final draft Site Assessment and Engineering Feasibility Study (due diligence) has been prepared, reviewed by staff, and is under review by the Laurel Hill Interagency Team. The draft contains two conceptual development schemes, one assuming minimal

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development of the Youth Center site, and another assuming more concentrated development, including a 150,000 square foot indoor facility. Estimated site development costs include asbestos remediation at \$1.1 million, structural demolition at \$1.6 million, and additional site preparation for the minimal development scheme at \$1.1 million.

On June 30, 2004, the Director, accompanied by Gary Fenton, Executive Director of the NVRPA, met with the County Executive to discuss development of the Youth Center site. A follow-up memorandum on July 21, 2004, recommended that Fairfax County provide funds for asbestos remediation, structural demolition, and site preparation. Such action would strengthen the business plans of the private sector proposers and allow more development of recreational facilities needed by the youth and amateur athletic groups in Fairfax County and Northern Virginia. The estimated total cost was \$3.8 million.

An application for 2232 review of parkland, including the Youth Center site, has been submitted to the Department of Planning and Zoning.

A draft of the complete Request for Proposal has been forwarded for review by the County Attorney and the Department of Purchasing and Supply Management.

A draft of the complete Request for Proposal will be forwarded for review by the General Services Administration (GSA). (Scheduled for late November, 2004)

### **Next Steps**

An information item will be presented to the Board of Supervisors to advise them of the Request for Proposal. (Tentatively scheduled for January 10, 2005)

Once the Board of Supervisors has been advised and the GSA has had an opportunity for review, the Request for Proposal will be advertised for a period of three months.

Following receipt of proposals, the Project Team will evaluate proposals received, select a top-rated offeror, and begin negotiations.

Although the negotiation process is difficult to predict, the target for the Project Team would be to have a recommended agreement within six months of selecting a top-rated offeror.

Once an agreement is negotiated, a recommendation for approval could be made to the Park Authority Board and to the Board of Supervisors.

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FISCAL IMPACT:

Staff salaries to complete this public-private sector development project will be from the Park Authority's budget for the Laurel Hill project in Fund 303.

ENCLOSED DOCUMENT:

Attachment 1: Section I, Overview

Attachment 2: Section II, Scope of Work

Attachment 3: Development Proposal Forum Summary

STAFF:

Michael A Kane, Director

Timothy K White, Deputy Director

Gary Fenton, Executive Director, Northern Virginia Regional Park Authority

Jim Zook, Director, Department of Planning and Zoning

Cathy Muse, Director, Department of Purchasing and Supply Management

Lynn S. Tadlock, Director, Planning and Development Division

John Pitts, Manager, Special Projects Branch

Nick Duray, Marketing Manager, Marketing, Research and Planning Branch

Kelly Davis, Special Projects Branch

Tim Scott, Special Projects Branch

Robert Betsold, Project Manager

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ACTION - 3

Contract Award - Field House Renovations Phase I at South Run District Park  
(Springfield District)

ISSUE:

Approval of a contract award to Creative Finishes, Inc. of Silver Spring, Maryland in the amount of \$194,998 for construction of Field House Renovations Phase I at South Run District Park.

RECOMMENDATION:

The Park Authority Director recommends approval of a contract award to Creative Finishes, Inc. of Silver Spring, Maryland in the amount of \$194,998 for construction of Field House Renovations Phase I at South Run District Park. In addition, the Director recommends reserving \$48,750 or twenty five (25) percent of the contract award for contract contingency and \$11,700 or six (6) percent of the contract award for administrative costs. **(This item was reviewed by the Planning and Development Committee on December 1, 2004, and approved for submission to the Park Authority Board.)**

Contract Award	\$194,998
Contract Contingency (25%)	\$ 48,750
Administrative Cost (6%)	<u>\$ 11,700</u>
 TOTAL COST	 \$255,448

TIMING:

Board action is requested on December 8, 2004, to maintain the project schedule.

BACKGROUND:

The 1998 Park Bond Program, Project Development Schedule, and the FY2005 Work Plan include a Capital Improvement Project to renovate the field house located at South Run District Park. South Run Park is a 192.17 acre district park located in the Springfield Magisterial District.

The Park Authority Board approved the project scope on July 9, 2003. The approved Field House Renovations scope incorporated the design and construction activities necessary to remove existing soil floor and establish subgrade, pressure wash building

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interior, repaint portions of building interior, repair existing metal roof, minor repairs to existing sidewall metal skin and replacement of metal doors, lighting system upgrade, and installation of synthetic turf. The project has been separated into two phases. Phase I will accomplish all work identified in the project scope except for installation of synthetic turf. The installation of the synthetic turf is being bid as Phase II.

Five (5) sealed bids for construction of Field House Renovations Phase I were received and opened on October 21, 2004, as summarized in Attachment 1. The lowest responsible bidder was Creative Finishes, Inc. Their total bid of \$194,998 is \$168,214 or 46.3% below the Park Authority's pre-bid estimate of \$363,212 and \$23,676 below the next lowest bidder. The work is to be completed within 120 calendar days of Notice-to-Proceed. Creative Finishes, Inc. holds an active Virginia Class A Contractors License. The Department of Tax Administration has verified that Creative Finishes, Inc. has the appropriate Fairfax County Business, Professional and Occupational License (BPOL).

Bids for the project were lower than estimated because potential problems related to the transparent roof panels and unsuitable sub-grade could not be fully accounted for in the bid documents. Therefore, staff is recommending that the contract contingency amount be increased from 15% to 25% to account for possible issues related to the roof and sub-grade.

FISCAL IMPACT:

Based on the post-bid update, funding in the amount of \$255,448 is necessary to award this contract and to fund the associated contingency and administrative costs. Based on encumbrances and expenditures to date, funding is currently available in the amount of \$545,673 in Project 475898, Building Renovations, Detail 280, in Fund 370, Park Authority Bond Construction to award this contract and to fund the associated contingency and administrative costs.

ENCLOSED DOCUMENTS:

Attachment 1: Bid Results  
Attachment 2: Scope of Work  
Attachment 3: Construction Cost Estimate  
Attachment 4: Site Plan

STAFF:

Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Lynn S. Tadlock, Director, Planning and Development Division



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Brian Daly, Director, Park Operations Division  
Charlie Bittenbring, Director, Park Services Division  
John Lehman, Manager, Project Management Branch  
Christopher J. Hoppe, Supervisor, Project Management Branch  
Edward Ayscue, Project Manager, Project Management Branch

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ACTION - 4

Contract Award - Field House Renovations Phase II at South Run District Park  
(Springfield District)

ISSUE:

Approval of a contract award to SportGrass, Inc. of McLean, Virginia in the amount of \$96,232.75 for construction of Field House Renovations Phase II at South Run District Park.

RECOMMENDATION:

The Park Authority Director recommends approval of a contract award to SportGrass, Inc. of McLean, Virginia in the amount of \$96,232.75 for construction of Field House Renovations Phase II at South Run District Park. In addition, the Director recommends reserving \$14,435 or fifteen (15) percent of the contract award for contract contingency and \$5,774 or six (6) percent of the contract award for administrative costs. **(This item was reviewed by the Planning and Development Committee on December 1, 2004, and approved for submission to the Park Authority Board.)**

Contract Award	\$ 96,232.75
Contract Contingency (15%)	\$ 14,435.00
Administrative Cost (6%)	<u>\$ 5,774.00</u>
 TOTAL COST	 \$116,441.75

TIMING:

Board action is requested on December 8, 2004, to maintain the project schedule.

BACKGROUND:

The 1998 Park Bond Program, Project Development Schedule, and the FY2005 Work Plan include a Capital Improvement Project to renovate the field house located at South Run District Park. South Run Park is a 192.17-acre district park located in the Springfield Magisterial District.

The Park Authority Board approved the project scope on July 9, 2003. The approved Field House Renovations scope incorporated the design and construction activities necessary to remove existing soil floor and establish subgrade, pressure wash building interior, repaint portions of building interior, repair existing metal roof, minor repairs to

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existing sidewall metal skin and replacement of metal doors, lighting system upgrade, and installation of synthetic turf. The project has been separated into two phases, with Phase II providing for installation of synthetic turf.

Three (3) sealed bids for construction of Field House Renovations Phase II were received and opened on October 27, 2004, as summarized in Attachment 1. The lowest responsible bidder was SportGrass, Inc. Their total bid of \$96,232.75 is \$999.25 or .01% below the Park Authority's pre-bid estimate of \$97,232.00 and \$15,467.25 below the next lowest bidder. The work is to be completed within 140 calendar days of Notice-to-Proceed. SportGrass, Inc. holds an active Virginia Class A Contractors License. The Department of Tax Administration has verified that SportGrass, Inc. has the appropriate Fairfax County Business, Professional and Occupational License (BPOL).

FISCAL IMPACT:

Based on the post-bid update, funding in the amount of \$116,441.75 is necessary to award this contract and to fund the associated contingency and administrative costs. Based on encumbrances and expenditures to date, funding is currently available in the amount of \$290,225 in Project 475898, Building Renovations, Detail 280, in Fund 370, Park Authority Bond Construction to award this contract and to fund the associated contingency and administrative costs.

ENCLOSED DOCUMENTS:

Attachment 1: Bid Results  
Attachment 2 : Scope of Work  
Attachment 3: Construction Cost Estimate  
Attachment 4: Site Plan

STAFF:

Michael A. Kane, Director  
Timothy K. White, Deputy Director  
Lynn S. Tadlock, Director, Planning and Development Division  
Brian Daly, Director, Park Operations Division  
Charlie Bittenbring, Director, Park Services Division  
John Lehman, Manager, Project Management Branch  
Christopher J. Hoppe, Supervisor, Project Management Branch  
Edward Ayscue, Project Manager, Project Management Branch

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## ACTION - 5

### Planning and Development Division 2005-2009 Staffing Plan

#### ISSUE:

Approval of the Planning and Development Division 2005-2009 Staffing Plan for completion of the current approved project workload and the new projects from the fall 2004 Park Bond Program.

#### RECOMMENDATION:

The Park Authority Director recommends approval of the Planning and Development Division 2005-2009 Staffing Plan which includes the assignment of three merit employees and five limited term exempt employees in order to complete the current approved project workload and the new projects from the fall 2004 Park Bond Program. **(This item was reviewed by the Planning and Development Committee on December 1, 2004, and approved for submission to the Park Authority Board.)**

#### TIMING:

Board action is requested on December 8, 2004, in order that the requested positions can be filled as soon as possible to meet the proposed schedules and complete the projects within an estimated four and one half year timeframe.

#### BACKGROUND:

On December 1, 2004, the Planning and Development Division presented a proposed staffing plan to the Planning and Development Committee for the 2005-2009 timeframe. The presentation included a review of the major areas of current workload, productivity assessment comparison of the 1988 and 1998/2002 Park Bond Programs, the recommended timeframe for completion of the 2004 Park Bond Program, and staff hours as well as number of positions required to complete the current approved project workload and the new projects from the recently approved bond program.

Based on the projected cycle for park bond programs, staff has developed an aggressive schedule that would result in the anticipated completion of projects within a four and one half year timeframe and the cashflow of expenditures in a manner that would position the Park Authority to develop the next park bond program for fall 2008.

All projects are scheduled to be under construction and funds encumbered prior to the next referendum. This approach is nearly two years earlier than our typical bond

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development schedule. In order that the construction can be completed within the advanced timeframe, the majority of the projects will begin in the first year of the program. Land acquisition and master planning activities also have been scheduled early in the program in order to allow for the subsequent scope, design and construction activities to be accommodated within the program schedule.

Based on completion of projects within an estimated four and one half year timeframe, staff has determined that three merit employees and five limited term exempt employees would need to be added to the Planning and Development staff. The positions include two Engineer III merit positions, three Engineer III limited term exempt positions, two Engineer II limited term exempt positions, and one Planner III merit position. These positions would be converted from existing but currently inactive positions in Fund 170, Park Revenue Fund. The Park Authority would then charge the salaries of these positions at rate of 100% back to the capital projects on which work was performed.

FISCAL IMPACT:

Based on the approval of the Planning and Development Division 2005-2009 Staffing Plan, the Park Authority would create the requested positions in Fund 170, Park Revenue Fund and all salary costs in the amount of \$526,000 per year would be charged back at a 100% rate to the appropriate capital fund where the projects are funded. Therefore, there is no net impact on Fund 170.

ENCLOSED DOCUMENTS:

None

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Lynn S. Tadlock, Director, Planning and Development Division

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ACTION - 6

Approval - Nottoway Park Master Plan Revision (Providence District)

ISSUE:

Approval of the Master Plan Revision for Nottoway Park.

RECOMMENDATION:

The Park Authority Director recommends approval of the Master Plan Revision for Nottoway Park. **(This item was reviewed by the Planning and Development Committee on November 3 and December 1, 2004.)**

TIMING:

Approval is requested on December 8, 2004.

BACKGROUND:

On November 3, 2004, the Planning and Development Committee directed staff to amend the Master Plan Revision to show one additional rectangular field at Nottoway Park. Staff has made the amendments to the draft Plan as requested. The revised, final draft is ready for approval.

FISCAL IMPACT:

Staff salaries to complete this planning project will be from the General Fund 001 budget.

ENCLOSED DOCUMENTS:

Attachment 1: Nottoway Master Plan Revision

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Lynn S. Tadlock, Director, Planning & Development Division

Kirk Holley, Manager, Park Planning Branch

Irish Grandfield, Project Manager, Master Planning

INFORMATION - 1

FY 2005 Fee Process Schedule

The schedule for the FY 2005 fee review process is shown below. Actions and timing are similar to last year with one exception. A preliminary discussion of potential fee proposals under consideration has been added to the calendar and is scheduled for the December Park Services Committee meeting. Adding this step will allow the Committee to provide input during development of the fee proposal package, prior to presentation of the final staff proposal in January. **Unless otherwise directed by the Board, the subsequent public comment meeting on the fee proposal will be held on the first floor of the Herrity Building on Wednesday, February 2, 2005 at 7 p.m.** The February Board Committee meeting schedule will be adjusted to an afternoon schedule as has been done in previous years to make it easier for Board member's to attend the evening fee meeting.

FY 2005 Fee Process Calendar	
Action	Date Due
Discussion – Park Services Committee Review of Potential Fee Adjustments for FY 2005	12/1/04
Fee proposal presented to Park Services Committee	1/5/05
Board action to authorize advertisement of fee proposal & set date of public comment meeting	1/12/05
30-day public comment period	1/17/05 – 2/15/05
Public comment meeting at Herrity Building	2/2/05
Park Services Committee approval of proposed fee adjustments	3/2/05
Board action to approve proposed fee adjustments	3/9/05
Fee adjustments take effect	4/1/05

**(This item was reviewed by the Park Services Committee on December 1, 2004, and was approved for submission to the Park Authority Board.)**

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ENCLOSED DOCUMENTS:

None

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Brian Daly, Director, Park Operations Division

Cindy Messinger, Director, Resource Management Division

Charles Bittenbring, Director, Park Services Division